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**T-420**

Final

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation (UNF)
2. Description of the trip: UN Headquarters Congressional Trip
3. Dates of travel: Sunday, March 5, 2017 - Monday, March 6, 2017
4. Place of travel: New York City, New York
5. Name and title of Senate invitees: Please see attached.
6. I certify that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR -
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - AND -
  - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND -
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

**9. USE ONLY IF YOU CHECKED QUESTION 6(B)**

**I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:**

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

-OR-

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

-OR-

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

**10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

**If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:**

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

UNF is the sole sponsor of this trip, organizing and conducting all aspects of the program and logistics.

UNF handles all outreach to congressional offices and is the contact for planning purposes.

- 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:**

**UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong**

**U.S.-UN relationship. This learning trip provides an opportunity for congressional staff to visit the UN and take part in meetings with UN officials on a variety of international issues.**

- 14. Briefly describe each sponsor's prior history of sponsoring congressional trips:**

**The UN regularly sponsors a mix of domestic and international congressional trips focused on UN issues.**

**Between 2011 and 2015, for example, UNF organized staff and Member trips to Atlanta, New York,**

**Tanzania, Cameroon, Liberia, Rwanda, Honduras, Haiti, South Sudan, and DR Congo.**

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF regularly hosts/sponsors Capitol Hill briefings, congressional learning trips, forums, and related events and provides publications and other educational materials to educate policymakers, businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="checked" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$468	\$169	\$110	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**The trip is arranged WITH regard to congressional participation.**

**18. Reason for selecting the location of the event or trip**

**This trip will bring participants to the UN Headquarters, which is located in New York City.**

**19. Name and location of hotel or other lodging facility:**

**Westin Grand Central Hotel - New York City, New York**

20. Reason(s) for selecting hotel or other lodging facility:

The hotel was chosen because of the favorable cost and location. All attendees will be staying in this  
hotel.





# UNITED NATIONS FOUNDATION

**Sunday, March 5, 2017**

**Monday, March 6, 2017**

**Depart NYC 4:00 PM / 6:53 PM Arrival Amtrak Acela # 2165**